

# Town of Berwyn Heights Emergency Operations Plan

[insert BH logo]

---

[insert date]

## Promulgation and Approval

All emergencies begin and end at the local level. As a local jurisdiction, the Town of Berwyn Heights (Town) must be prepared to respond to various types of emergencies within its borders. This plan outlines how the Town will ensure a coordinated response to a wide range of situations, using an “all-hazards” approach. The Town endorses the National Incident Management System (NIMS) as established by the Department of Homeland Security’s Federal Emergency Management Agency. Berwyn Heights has the responsibility to respond to protect lives and property and to assist in recovering from an emergency. The Town supplements its emergency resources with those provided by other jurisdictions, private organizations, and organized volunteer efforts.

As a community in a major metropolitan area, Berwyn Heights benefits from a vast assortment of county, regional, state, and federal resources that may be called upon to help respond to emergencies. Berwyn Heights is a small jurisdiction, relying on Prince George’s County for many support services. This plan is designed as a local supplement to the more comprehensive Emergency Operations Plan for Prince George’s County, Maryland. This plan details the Town’s response to emergencies and outlines processes for, during and after an emergency. This plan supersedes all previous plans.

As the Mayor of Berwyn Heights, I endorse this plan and direct all personnel and involved parties to take the appropriate actions to implement and maintain the plan.

---

Cheryl Jewitt  
Mayor  
Town of Berwyn Heights, Maryland

---

Date

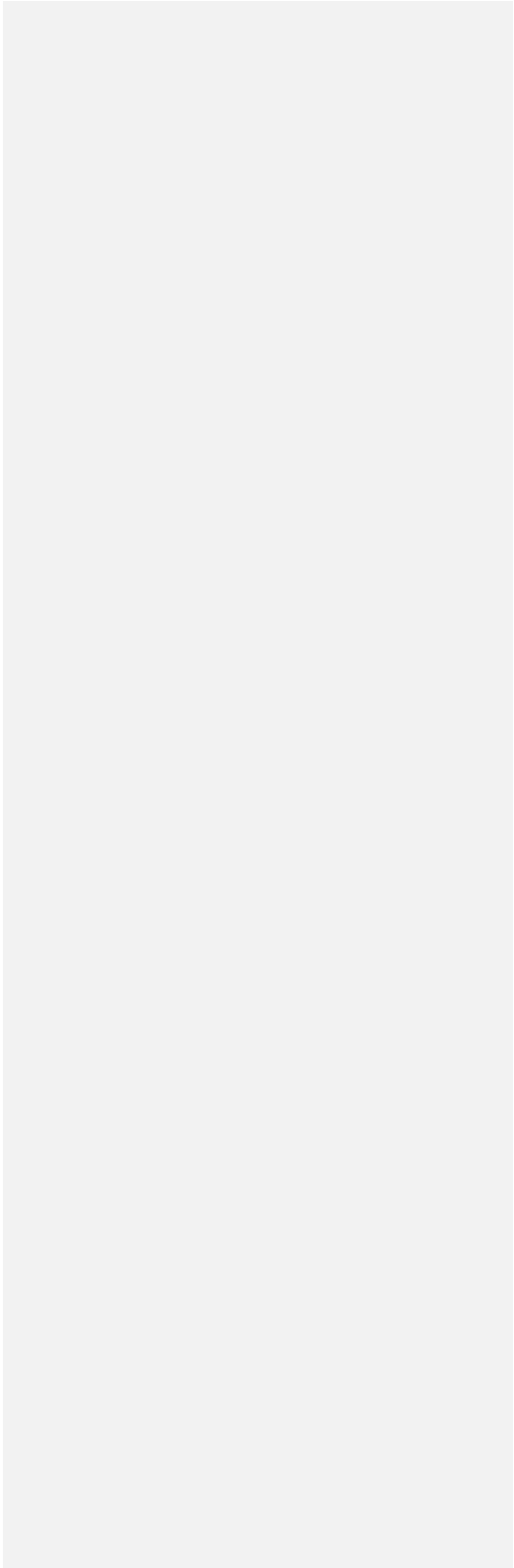
(Note: This statement must be updated each time a new senior elected or appointed official takes office.)

## Record of Changes

[illegible]

**Table of Contents**

TO BE INSERTED



## Purpose, Scope, Situation, Assumptions

### Purpose and Scope

The Emergency Operations Plan (EOP) is intended to set forth lines of authority and assign responsibility for carrying out and coordinating actions during an emergency. The EOP will be activated when the Mayor of Berwyn Heights, or his/her designee, declares an emergency. It applies to all types of hazards that may affect the Town.

### Situation Overview

This section outlines the hazards and threats that the Town is likely to encounter, and the Town's capabilities for response to the anticipated hazards/threats.

If an incident occurs, information gathering, communication, and initial access to those needing assistance or to an emergency scene are typically the biggest challenges. The Town may be required to assist with evacuating or sheltering residents, providing warming or cooling centers, providing security for uninhabitable structures, clearing roadways to assist the Fire Department and other emergency response personnel with access, and providing inspectors to assess structural damage. Capabilities that are not available in the Town will be requested through the County's Office of Emergency Management (<http://www.princegeorgescountymd.gov/533/Emergency-Management>).

### Hazard and Threat Analysis Summary

The Town conducted a Hazard and Threat Analysis that included a survey of Town stakeholders and a review of past emergencies and significant incidents.

Hazards/Threats deemed most dangerous (i.e., most likely to cause severe damage or have a significant detrimental impact on the Town):

- An accident involving hazardous freight or passenger trains: The Washington Metropolitan Area Transit Authority (WMATA) Metrorail "Green Line" electrical track system and CSX train tracks form the western border of the Town.
- A regional-scale terrorist incident: Berwyn Heights is located approximately 10 miles from significant federal government and national assets.

Hazards/Threats deemed most likely (i.e., have occurred in the past or have a significant probability of occurring):

- Flooding: Hurricane Agnes in 1972 along Indian Creek; and a microburst in 2014 that inundated the undersized storm water drains in the northeast section of Town.
- Loss of electricity: Several hurricanes and a 2012 derecho have left the Town without power for upwards of 7-10 days.
- Snowstorms: In 2010 and 2016 produced up to 3 feet of snow, closing schools and businesses and limiting vehicular access getting to Berwyn Heights and within the Town.

Additional hazards and threats identified in the Hazard and Threat Analysis, but not deemed to be most dangerous or most likely include: insider threats (e.g., disgruntled former Town

employee), cyber-attacks, active shooters or vehicle attacks at a major gathering or event, and tornados.

A large-scale event occurring in Washington D.C. could send hundreds of thousands of District of Columbia residents out into the surrounding communities. Berwyn Heights would be subjected to highway and road congestion, Metrorail passengers disembarking at the College Park and Greenbelt Metro station, and evacuees arriving on foot following the open route of the CSX train tracks or other paths of egress from the downtown area.

### Capability Assessment

Administration: The Town Hall and Town Center buildings have natural gas powered emergency generators to provide electricity in the event of a loss of power. All Town facilities have VoIP phones and this system allows incoming calls to be forwarded to a mobile phone in case an employee is not at their desk. Traditional copper phone lines are still available in Administration, BHPD, and Public Works. Additionally, there are two phones in Administration labelled for emergencies. There is a Spanish-speaking employee available to assist Spanish speakers. In the event of a cyber-attack or other emergency requiring IT assistance, the Town has on-call 24/7 IT support and file back-up and storage of saved electronic files.

Code Compliance has access to the town Call-A-Bus and could assist with helping transport residents and their pets.

Police Department: Currently employ nine officers and one civilian clerk. They are trained in CPR, Automatic Defibrillators, and First Responder. Officers have take-home police vehicles; all police vehicles are equipped with a limited first-aid emergency kit.

The Chief of Police or his designee may initiate a Nixle alert and make notification to the Town Council, Town employees and residents. Once informed, Officer(s) of the BHPD will perform a patrol check of the Town and use either the public announcement system equipped on patrol vehicles or go door-to-door to immediately notify residents, employees and any persons in Town to shelter in place.

The BHPD maintains a list<sup>1</sup> of members of the Seniors Club and residents with special needs. During emergency situations (including holidays), officers will 'knock & talk' at each of these houses. The Chief of Police or his designee may assign volunteers from the BH Neighborhood Watch/Emergency Preparedness (NW/EP) committee or BH Community Emergency Response Team (CERT) to conduct these welfare checks, assist at the command center and or answer telephones.

Specific responses:

---

<sup>1</sup> This is a self-reported list; Town residents must contact the BHPD to be added to the list.

- **Blizzard:** Officers will utilize the police sport utility vehicle (SUV) and make an assessment of the Town. The information gathered will be relayed to the Chief of Police and Director of Public Works.
- **Earthquake:** The on-duty officer will notify the Chief of Police or his designee immediately and make an assessment of the Town, starting with the BH Elementary School (BHES). Officers, with the assistance of the Fire Department, will check for fires and shut off utilities to control gas and water leaks at the BHES, Town Hall and Town Center.
- **Flood:** The on-duty officer will notify the Chief of Police or his designee immediately and make an assessment of the Town, starting with the area near Indian Creek.
- **BHES:** Police to assist BHES in implementing the BHES emergency operations plan as necessary and as able.

**CERT:** Volunteers with this non-profit organization are trained to help assist with evacuations of people and pets. CERT members have a “welfare check” list of seniors/persons with disabilities in Town. The Chief of Police or his designee will assign volunteers to perform the duties of a welfare check on residents with specific needs, assist at the command center and or answer telephones. In the event of a declaration of a Town, state-of-emergency, the Berwyn Heights CERT may be activated by the Mayor/Chief of Police.

**Commented [JC1]:** Separate from PD list?

**Commented [S2]:** For Town Council decision:  
Mayor/Mayoral designee vs. Chief of Police

Current limitations of the CERT include lack of access to heavy equipment and a shortage of CERT-trained volunteers.

**NW/EP Committee:** Maintains the emergency preparedness trailer and supplies for the Town (see Appendix B).

**Public Works:** Currently staffed for nine people including the director, foreman of operations, administrative assistant and six crewmen. There are three Public Works Staff members who are fluent in Spanish and able to speak with Spanish-speaking residents. The Director and Foreman are always available by cell phone and email, and the Director and Foreman rotate on-call duty each weekend.

Public Works equipment includes four chainsaws, two pole saws, four snow blowers, and five snow plow attachments to existing Public Works vehicles.

The Public Works Director and Foreman have established relationships with the management teams of the other members of the “Four Cities”: College Park, New Carrollton, Greenbelt, as well as other municipalities in the area. A key tool for Public Works is activation of the Mutual Aid Agreement with surrounding communities should the Town need equipment, tools, or resources available in another community.

**Berwyn Heights Volunteer Fire Department:** while located in the Town, this group is under the auspices of, and dispatched by, the County. BHVFD is fortunate that due to the strong volunteer membership and the number of members who live in the Firehouse and within the

community, they are able to staff every piece of equipment in the Firehouse when a major incident occurs. BHVFD maintains a membership phone list and an email list-serve that is used daily.

BHVFD currently operates four types of apparatus to handle the emergencies and incidents that occur in the area – a heavy rescue squad, a tractor-drawn aerial ladder truck, a life support ambulance and a rescue boat. The rescue squad carries up to eight firefighters and primarily responds to motor vehicle collisions but it also responds to structural fires to carry out search and rescue duties. The tiller truck, with a 106-foot aerial ladder and capacity for nine firefighters, is dispatched to structure types ranging from single story houses and four-story garden apartments to eighteen-story high-rises. BHVFD also operate three chief's vehicles and a utility truck for support needs.

In addition to having volunteer members who speak different languages, interpreters are available through the County's Public Safety Communication Center reached by dialing 9-1-1.

### Planning Facts and Assumptions

The following facts and assumptions identify what the Town assumes to be fact in order to make it possible to execute the EOP.

#### Facts:

- In the event of a significant emergency, the immediate response priority will be life safety, incident stabilization, property and environmental conservation and maintenance of critical infrastructure.
- The Town and BHVFD have the primary responsibility for emergency operations within its borders and will commit available resources to save lives, stabilize the incident and minimize property damage.
- The Town and BHVFD will carry out emergency response and recovery operations, utilizing local resources, unless or until the magnitude of the incident exceeds the capability of resources.
- The Town Council has the authority to appoint an acting Town Administrator should the Town Administrator be temporarily or permanently incapacitated. The Mayor shall be recognized as head of the Town government; the Mayor Pro Tempore shall assume all Mayoral duties and responsibilities during the absence of the Mayor.

#### Assumptions:

- Communications with Town employees will occur via mobile phones—either phone calls or text messages. Communications with the Town Council and residents may be provided via email, Nixle, social media (Facebook, Twitter). Communications with County, State and Federal partners may occur via phone lines (VOIP or copper), email, text or other dedicated emergency systems. Ham radio operators in the area may be used to broadcast emergency information. See Appendix C.
- Mutual aid agreements and Prince George's County resources will be available to augment the Town's response.

**Commented [KJA-A3]:** For Town Council decision: An order of succession for elected officials beyond the Mayor and Mayor Pro Temp is needed.

- An incident which impacts the broader geographical area will result in competition among jurisdictions for scarce resources.
- Prince George's County residents and businesses are expected to use their own resources and be self-sufficient for at least seventy-two (72) hours.

## Concept of Operations/Organization and Assignment of Responsibilities

This section outlines the Town's Concept of Operations for responding to emergencies. It identifies authorities for emergency response, describes the roles and organization of the Emergency Operations Center (EOC), and outlines how emergency operations will be conducted under the EOP. It also includes sheltering and evacuation procedures. If the capabilities within the Town are exceeded, the Town will request assistance from other jurisdictions.

### Declaration of Emergency/Activation of EOP

The Town Administrator and Chief of Police must notify the Mayor immediately of any situation with the potential to warrant the declaration of an emergency. The Mayor has the authority to declare the Town State-of-Emergency based on his/her best judgment (see Appendix D for a template declaration). In the event the Mayor is unreachable, the Mayor Pro Tem, followed by the Town Council members (in order of succession, per Appendix A), then the Town Administrator (if the elected officials cannot be reached) is authorized to declare a state-of-emergency. The Town Council will be advised of the declaration of a Town state-of-emergency by the Town Administrator or his/her designee as soon as possible once the state-of-emergency is declared.

Following the declaration of an emergency, the EOP will be in effect and the Town Emergency Operations Center (EOC) will be activated.

A Town state-of-emergency will be declared automatically if a Prince George's County, State of Maryland, or federal state of emergency is declared within the boundaries of or including the Town of Berwyn Heights.

If coordinated County action is warranted (e.g., the emergency is expected to overwhelm the resources of the Town or the Town does not have the specialized resources required to respond to the incident), the Town Administrator is authorized to communicate directly with all appropriate County agencies to request support. In the event that the Town's resources are overwhelmed to the degree that a County state-of-emergency declaration may be necessary, the Town Administrator ~~Mayor~~ will contact the County Office of Emergency Management Executive to request that a County state-of-emergency be declared, if one has not already been so declared. This will activate the County Emergency Operations Plan.

**Commented [JC4]:** I removed BHVFD since they do not report to the Town. Notification of incidents where BHVFD responds could come from County dispatch.

**Commented [JC5]:** Declaration of Emergency is either Executive (Mayor) or Legislative (Council) action, and not an authority of an appointed official like the Town Administrator.

## EOC

The Town will coordinate emergency response activities from the EOC. These activities govern the Town-wide response to the incident and are intended to support, not interfere with, the tactical response operations directed by the Incident Commander.

The Town Administrator will manage the emergency response from EOC. The primary location for the EOC will be the Berwyn Heights Town Office. If the Town Office is not accessible, the EOC will be at the Town Center. Other locations may be designated as necessary (see Appendix E).

Upon declaration of a Town State of Emergency, the following personnel (or their designees) will report immediately to the EOC:

- Mayor
- Town Administrator
- Police Chief
- Director of Public Works
- Code Compliance Manager
- Town Treasurer/HR Manager
- Town Clerk
- Town Council Members

**Commented [JC6]:** Need clarify about the roles/responsibilities of a Council Member in the EOC.

The Chief of the Berwyn Heights Volunteer Fire Department (or his/her designee) will also be asked to report to the EOC. Other individuals, such as the Chair(s) of the Neighborhood Watch/Emergency Preparedness Committee, representatives from the Commercial District Management Authority, Berwyn Presbyterian Church, M-NCPPC Berwyn Heights Community Center, and Berwyn Heights Elementary School may be requested to report, depending on the nature of the emergency. Essential Personnel will check-in and check-out with the Town Administrator.

The EOC will be organized using a Departmental structure (Figure X), to the extent possible given personnel training and availability at the time of the incident. Town personnel who work in the EOC should maintain an awareness of the Incident Command Structure (ICS) as many jurisdictions use ICS to manage their responses. Guidance on the ICS structure can be found in Appendix F.

[Insert Departmental EOC Figure]

**Commented [S7]:** For Town Council decision: How will the EOC be organized?

The EOC will cease operations at the conclusion of the declared state of emergency ~~direction of the Mayor,~~ when sufficient action has been taken to ensure the Town residents are safe, and basic Town services have been restored.

## Responsibilities

### Mayor

Makes all major policy decisions. Situation permitting, the Mayor will consult with the Town Council regarding policy decisions.

Determines whether to direct the Town Administrator to take the following steps:

- cancel scheduled employee leave
- require all personnel to work beyond normal shift hours for an extended period
- call back department personnel with no refusals allowed
- alter normal organizational structures to complete required tasks
- suspend normal operations

**Commented [kA8]:** This is the T/A's responsibilities. Mayor may be incapacitated or unavailable due to the emergency.

**Commented [JC9R8]:** I agree these are operational decisions under the authority of the Town Administrator. A past example of activating essential personnel was the January 2016 snow storm. I ran the emergency response in conjunction with the Public Works Director and Police Chief, while keeping the Council informed of progress.

Serves as the Public Information Officer for the Town.

Commands the EOC in the absence of the Town Administrator.

### Town Council

Assist the Mayor in making policy decisions related to the response.

Support the operations of the EOC in their respective policy roles as Department Heads.

### Departments

Town Department Directors have a responsibility to manage their departments on a day-to-day basis in accordance with the authority granted to them by the Town Council, Town Administrator, or by Town ordinance. In the event of a significant emergency, they will be expected, to the extent possible, to carry out their day-to-day assigned duties as well as those outlined in the EOP.

The following is a partial list of duties and assigned responsibilities for emergency operations in Berwyn Heights that may vary depending on the type and scope of incident. Departments that are directly involved in the emergency response are expected to maintain 24-hour operations throughout the course of the emergency. Key personnel or their designees must be available at all times.

#### Administration Department

- Manage the administrative functions of the EOC. Electricity, heating/cooling, potable water, emergency rations, resting areas for employees.
- Provide necessary financial support.
- Contact businesses for potential resources (food, water, gasoline).
- Maintain records.
- Communications center. Electronic and hard-copy (posters, signs, hand-outs).

#### *Code Department*

- Contact residents regarding suspension of Ordinances: parking on grass is okay.
- Support the Public Works Department, as requested through the EOC, in conducting damage assessment.
- Contact managers of bus routes: University of Maryland, WMATA, The Bus (Prince George's County) to alert them of potential changes through/around Town.
- Prepare the Call-a-bus vehicle for use, if requested.

#### *Police Department*

- Protect lives, and where appropriate and feasible, property.
- Notify Berwyn Heights Elementary School immediately following declaration of a state-of-emergency.
- Coordinate with allied public safety agencies.
- Execute Mutual Aid Agreements, as requested.

#### *Public Works Department*

- As soon as practicable following an incident, begin damage assessment.
- Prepare vehicles (trucks with snow plows, backhoe) and equipment (chainsaws, ropes and pulleys, generator) for use, if requested.
- Execute Maryland Municipal League (MML) Memorandum of Understanding, as requested.

#### *Neighborhood Watch/Emergency Preparedness Committee*

- Prepare the trailer and supplies for use.

#### *Supporting Organizations*

##### *Berwyn Heights Volunteer Fire Department (BHVFD)*

- Under County direction and other County fire companies may be dispatched based on availability and need.

##### *Community Emergency Response Team (CERT)*

- Activate at the request of the Mayor/Chief of Police.

The Mayor may appoint any designee, including CERT, to a reconnaissance team to collect information on the emergency for the EOC. This team will also be equipped with a radio to communicate with the Police. Any reconnaissance team shall also be equipped with a Town map.

Set up and staff temporary heating/cooling shelter at the Town Center, if requested.

**Commented [S10]:** For Town Council decision

**Commented [JC11]:** See the sample CERT page from the University Park Emergency Operations Plan as an example. Inclusion could be helpful here.

## Sheltering and Evacuation

Depending on the incident, sheltering or evacuation may be required for Town residents and visitors.

Any mass evacuation of Berwyn Heights residents will be coordinated by Prince George's County or the State of Maryland. Town employees will help coordinate any evacuation process.

The Town Center will serve as a temporary heating (warming) and cooling facility in the event that a large number of residents are displaced from their homes in severe weather. The Town will also coordinate with the Prince George's County School System, the Prince George's County Parks and Recreation Department, and the American Red Cross to open sheltering facilities in or near the Town. The Town will operate any heating or cooling facilities within the Town, and seek the assistance of any governmental unit (such as Prince George's County) or public aid organizations (such as the American Red Cross) if necessary. Appropriate personnel from the Town, include CERT, may be utilized to staff these facilities.

Berwyn Heights Elementary School has an established Emergency Plan, with Evacuation and Relocation specifics pertaining to children in school during an emergency.

## Restoration of Town and Public Services

Efforts to restore Town/public services to a basic functioning level shall be generally prioritized as follows:

### Tier I

- Address life safety issues
- Restore vehicle access to first priority roads (Berwyn Road, Pontiac Street, 58<sup>th</sup> Avenue, 60<sup>th</sup> Avenue, Edmonston Road, and Ballew Avenue) per the Public Works Standard Operating Procedure
- Ensure access to police, fire, and emergency services with one lane open on all roads

### Tier II

- Facilitate and aid restoration of water distribution and waste water collection through coordination with WSSC
- Facilitate and aid restoration of electrical, gas, and telephone service through coordination with PEPCO, Washington Gas, Verizon, and Comcast
- Ensure two-lane vehicle access on residential roadways

### Tier III

- Restore all other Town services as soon as possible, at the direction of the Mayor/Town Administrator
- Undertake debris removal
- Contact residents regarding suspension of any Ordinances (e.g., the amount of trash that can be put out for collection)

Commented [S12]: Need to address AFN, children, and pets.

## Recovery

Recovery planning is likely to be operational in nature, and outside the scope of the EOP. The ~~Mayor~~/Town Administrator shall coordinate recovery, including the contact and inclusion of area support services, local clergy, and other volunteers, with meetings called as necessary to assess the recovery operation and coordinate departmental activities. Recovery activities may include coordination with the State and Federal government for administering State and Federal public assistance.

**Commented [kA13]:** Should be T/A & Chief while informing the Mayor and Town Council.

**Commented [JC14R13]:** I agree Recovery is likely to be mostly operational in nature. See suggested changes.

## Communications

If it is necessary to notify the public in an emergency, the Town's website and Twitter account will be utilized to broadcast important information to the public.

The Town Administrator, or designee, will be responsible for keeping a current list of all major local television and radio stations, as well as major newsprint organizations (see Appendix C). The designated Public Information Officer, operating from the EOC, will communicate all vital information (including social and mainstream media) for dissemination to the public.

The Town will also contact Maryland Relay at 711 and The Metropolitan Washington Ear, Inc. at (301) 681-6636 in order to ensure that the community's hearing and visually impaired residents are advised.

In the event that door-to-door communication is warranted, the Police Department will be primarily responsible for the effort. Code Department employees and NW/EP or CERT volunteers may also be mobilized to participate in a door-to-door communications campaign. If the need arises, other Town employees may be asked to participate in such an effort. Door-to-door communications will be managed from the EOC.

In the event of a media presence during or after the emergency, the designated Public Information Officer will be responsible for organizing and publicizing any press releases or news conferences. He/she will be responsible for all media relations, including safeguarding restricted information and the privacy of those who may have been traumatized by the emergency. Operational personnel should refer all inquiries for information regarding the emergency to the designated Public Information Officer.

**Commented [kA15]:** Who may that be? Do we have a PIO?

**Commented [JC16R15]:** I would recommend the Mayor serve as PIO, with staff assistance lent in preparing remarks. A recent example is the Mayor's statement on the May 2017 homicide.

## Administration, Finance, and Logistics

### Administration

During the emergency response:

- Document the actions taken and decisions made (e.g., incident and damage assessment, incident command logs, time sheets, equipment use logs, and cost recovery documents).

- Take minutes of any emergency Council meetings.
- Activate any existing Memorandums for Police services or Public Works services. Current Memorandums exist for Police services with Greenbelt and Edmonston, and for Public Works services through a state-wide agreement to which the Town joined in 2012.
- Participate in County and State coordination calls.

After the emergency response:

- Use the documented actions to create permanent historical records, recover costs through State or Federal government reimbursement or through the Town's insurance policies and programs.
- Develop lessons learned as a result of the emergency response to include any new mitigation strategies.

### Finance

- Review the incident and damage assessment, incident command logs, time sheets, equipment use logs, and cost recovery documents for accuracy and completeness.
- Seek State or Federal public assistance should there be a State or Federal Emergency Declaration through coordination with the Prince George's County Office of Emergency Management and the Maryland Emergency Management Agency.

### Logistics

- Detailed equipment inventory is available under the "Capabilities" section.
- Local hauling company, Wilshire Trucking, has been contractually retained to assist when the Town lacks the equipment to respond to an emergency (e.g. use of a skid steer to clear streets of snow), or when the Town's resources may be overwhelmed and require additional support (e.g., should the Town need an additional dump truck to haul away accumulated snow).
- Prince George's County and the State of Maryland would provide resources in a hazardous materials incident, or if a water rescue, or search and rescue teams is needed. The Town has an existing Memorandum of Understanding with the Prince George's County Police.

### Plan Development and Maintenance

The Town Administrator is responsible for developing, maintaining, and distributing the EOP. The Town Administrator may solicit the assistance of the Town Council members and/or Town volunteers to assist with the development and maintenance of the EOP. The plan is publicly available on the Town's website at all times. Due to the sensitive nature of some of the information contained in certain Appendices, the Appendices are not publicly available but can be obtained by contacting the Town Administrator, at his/her discretion.

The EOP will be reviewed annually as required to incorporate new county, state, and federal guidelines or directives and/or to address significant operational issues. This review will include the Department Directors, Berwyn Heights Volunteer Fire Department Chief and/or Assistant Chief, and Neighborhood Watch/Emergency Preparedness Committee Chair(s). Minor changes may be incorporated into the plan at the Town Administrator's discretion. The Town Council must review and approve substantive changes. At a minimum, the EOP will be reviewed in its entirety every five (5) years.

Changes will include additions of new or supplementary material or deletions of outdated information. No proposed change should contradict or override authorities or other plans contained in statute or regulation. A "Notice of Change" will be prepared and distributed by the Town Administrator. The notice of change will include the effective date, the change number, subject, purpose, and action required by the departments. Upon publication, the change will be considered as part of the EOP.

## Authorities and References

Commented [S17]: Need to review/update

### Federal:

- The Federal Civil Defense Act of 1950, Public Law 81-920, as amended
- The Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended.
- The Disaster Mitigations Act of 2000, Public Law 106-390.
- The Intelligence Reform and Terrorism Protection Act of 2004, Public Law 108-458, Section 7302.
- —Emergency Management and Assistance, Code of Federal Regulations, Title 44.
- Homeland Security Presidential Directive 5, Management of Domestic Incidents, February 28, 2003.
- National Response Framework (NRF), January 2008.
- National Incident Management System (NIMS), March 2004. Amended December 2008.

### State

- Public Safety Article, §14-101, et seq of the Annotated Code of Maryland.
- Local State of Emergency, Md. Code Ann., Pub. Safety §14-111.
- Maryland Good Samaritan Act, Maryland Law: Courts and Judicial Proceedings §5-309(a-c). 00077475.DOC 42
- Executive Order 01.01.2005.09, the State of Maryland Adoption of the National Incident Management System.

### Local

- Prince George's County Code Subtitle 6. Emergency Management
- County Executive Order 85-1976, amendment to Executive Order 18-1975

- Section 14, Title of Office of Emergency Preparedness, Dated July 20, 1976
- County Executive Order 14-2003, Section 14, Title of Office of Homeland Security, Dated July 1, 2003
- County Executive Order 3-2005, Designation of the National Incident Management System (NIMS) as the basis for all Incident Management in Prince George's County, MD ( February 25, 2005).

NOT FOR PUBLIC USE

## Appendix A: Contacts

### Elected officials

\*Indicate TC order of succession

### Employees

\*Indicate emergency essential personnel

\*Indicate language proficiencies other than English

### Response volunteers (CERT)

### Key contacts from other jurisdictions

\*e.g., public works

### Contacts for Town stakeholders

\*e.g., Commercial District Management Authority, Berwyn Presbyterian Church, M-NCPPC Berwyn Heights Community Center, and Berwyn Heights Elementary School

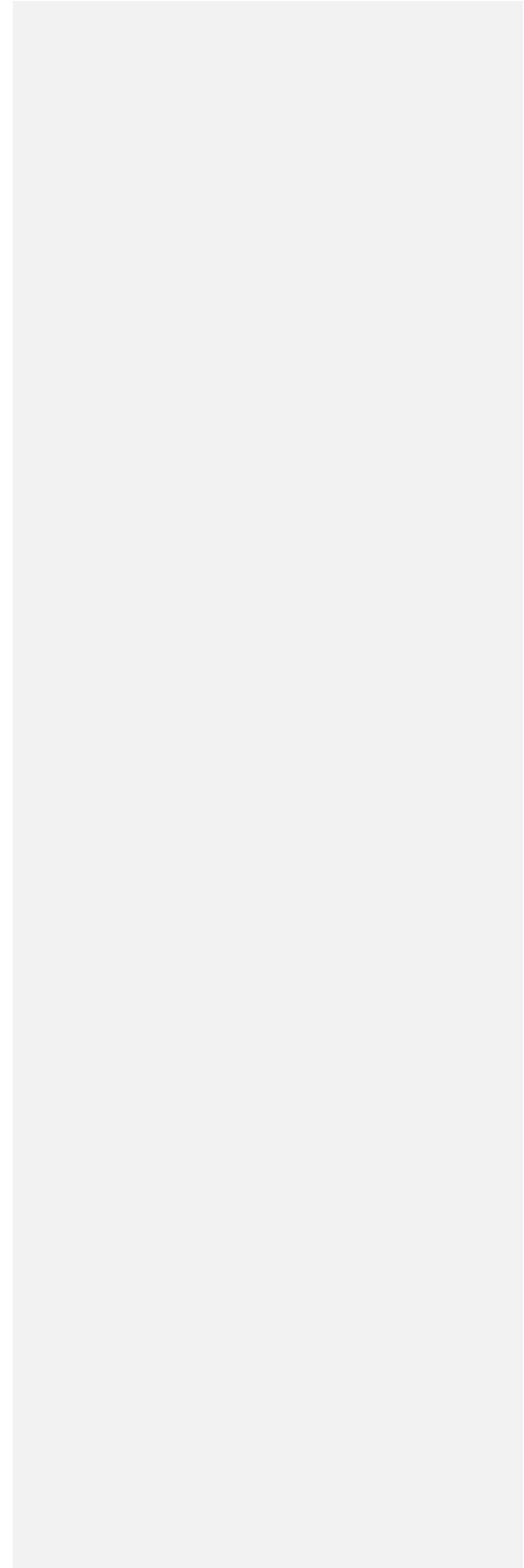
### Contacts for essential Services

\*IT support

\*Utilities

NOT FOR PUBLIC USE

## **Appendix B: NWEF Trailer Inventory**



NOT FOR PUBLIC USE

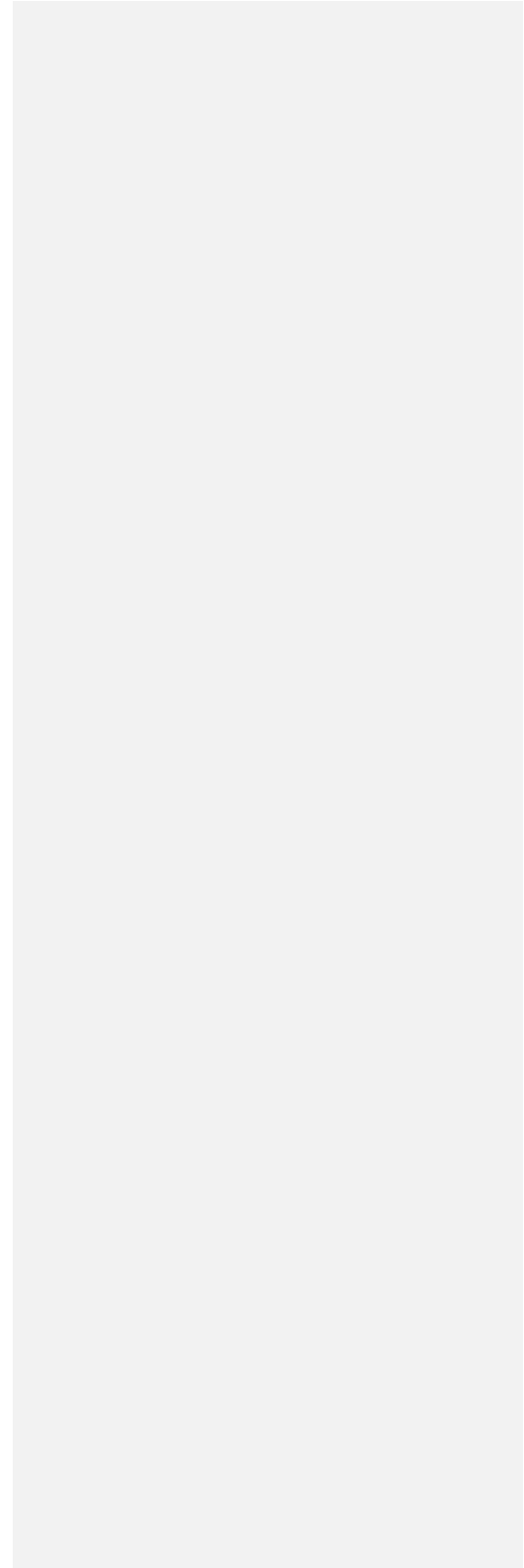
## **Appendix C: Communications**

A comprehensive communications plan should be established. Appendix: list of names of people who have access to these systems (e.g., Twitter account, ham radio operators).

Use University Park Plan's "Directory of News Publications, Television, and Radio Stations" as a template

NOT FOR PUBLIC USE

## **Appendix D: Template Emergency Declaration**



NOT FOR PUBLIC USE

## **Appendix E: Directory of Town and Local Facilities for Evacuation or Relocation**

List alternate EOC locations here

List temporary cooling/warming centers here

NOT FOR PUBLIC USE

## Appendix F: Incident Command System (ICS) Resources

For more information and links to the courses, please visit FEMA's ICS Resources website.

(<https://training.fema.gov/emiweb/is/icsresource/trainingmaterials.htm>)

### Baseline Courses

- **IS-700 NIMS, an Introduction:** This independent study course introduces the NIMS concept. NIMS provides a consistent nationwide template to enable all government, private-sector, and nongovernmental organizations to work together during domestic incidents.
- **ICS-100 Introduction to the Incident Command System:** This independent study course introduces ICS and provides the foundation for higher level ICS training. It describes the history, features and principles, and organizational structure of the system. This course also explains the relationship between ICS and NIMS.

### Additional Courses

- **ICS-200 ICS for Single Resources and Initial Action Incidents:** This independent study course is designed to enable personnel to operate efficiently during an incident or event within the ICS. ICS-200 provides training and resources for personnel who are likely to assume a supervisory position within the ICS.
- **IS-800 National Response Framework (NRF), an Introduction:** The course introduces participants to the concepts and principles of the NRF.
- **ICS-300 Intermediate ICS for Expanding Incidents:** ICS-300 provides training and resources for personnel who require advanced knowledge and application of the ICS. This course expands upon information covered in the ICS-100 and ICS-200 courses. *\*In-person training\**
- **ICS-400 Advanced ICS:** This course provides training and resources for personnel who require advanced application of ICS. This course expands upon information covered in ICS-100 through ICS-300. *\*In-person training\**
- **Position-Specific Training:** These courses are designed to provide State and local-level emergency responders with a robust understanding of the duties, responsibilities, and capabilities of Command and General Staff members. Exercises, simulations, discussions, and a final exam enable participants to process and apply their new knowledge. *\*In-person training\**

NOT FOR PUBLIC USE

